

OFFICE OF INSTITUTIONAL EFFECTIVENESS PROGRAM REVIEW PROCESS

STEP 1 DATA COLLECTION

Program Review Coordinator, Representatives from Institutional Research, Office of Academic Assessment and Institutional Effectiveness meet to discuss Institutional Research, Academic Performance Solutions, and Academic Assessment Data needs and metrics

STEP 3 SELF-STUDY COMPOSITION

Program Review Coordinator, faculty and staff collaboratively write the self-study aided by sample questions and outline provided in the Program Review Guidebook

A draft of the self-study along with supporting evidence are submitted to the Office of Institutional Effectiveness for review

The Office of Institutional Effectiveness issues a Self-Study Approval Letter with notification of approval and/or need of further revisions

All documents are uploaded in the program's TEAMS/Trello portal

STEP 5 EXTERNAL REVIEW VISIT AND REPORT

A visit schedule is submitted for approval to the Office of Institutional Effectiveness 6 weeks prior to the visit set dates
Program Review Coordinator communicates with external reviewers to finalize visit logistics (i.e., in person or virtual)

External reviewers generate a report of findings (due 2 weeks after the visit)

STEP 7 ACTION PLAN IMPLEMENTATION

STEP 2 SWOT ANALYSIS AND APPROVAL OF MEMORANDUM OF UNDERSTANDING

Program conducts SWOT analysis and uses results to inform content of MoU
Content and timeline for program review are determined in alignment with institutional goals and outlined in a formal MoU

MOU is signed by the College-based Program Review Coordinator and submitted for approval by Dean/Graduate Dean and Provost. A copy of the MoU is archived with OIE.

Initial meeting with Dean/Associate Dean, College-based Program Review Coordinator, and Provost's Program Review Designee to discuss program review process and timeline

STEP 4 APPROVAL OF EXTERNAL REVIEWERS

Program Review Coordinator makes initial contact with prospective external reviewers to gauge their interest and availability

A list of 5-6 potential external reviewers is submitted to the Office of Institutional Effectiveness

Provost's Office approves 2 final external reviewers

Independent Contractor Agreements are prepared and processed; All other paperwork relative to external reviewers are filed (i.e., Conflict of No Interest, Resume, etc.)

STEP 6 REVISED ACTION PLAN

Program Review Coordinator prepares and submits program's response to external reviewers' findings

Program's action plan is revised to reflect external reviewers' findings
The revised action plan is approved by the Dean/Associate Dean and a copy submitted to the Office of Institutional Effectiveness and Provost

STEP 8 YEARLY PROGRESS REPORT

Program Review Coordinator prepares and submits yearly progress reports to Dean/Associate Dean with copies submitted to the Office of Institutional Effectiveness and Provost's

For more details, you may visit <https://www.bgsu.edu/institutional-effectiveness/institutional-effectiveness/program-review.html>
or Email: institutionaleff@bgsu.edu